

State of Rhode Island  
Department of Administration

INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

TO: Chief Payroll Officers  
All State Agencies

DATE: December 16, 2014

FROM: Louise M. Anderson-Sawtelle  
Associate Controller - Operations

SUBJECT: Payroll Sign-Off For FY 2015 Pay Period #13 Ending 12/27/14  
CPO 15-08

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To ensure the timely processing of payrolls, you are required to “sign off” on all payrolls **no later than 12:00 pm on Monday, December 29, 2014.**

Payroll accounts can be transmitted on Friday, December 26, 2014 for agencies that have few exceptions.

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.